

# Buckhead Preparatory School

4300 Northside Drive, Atlanta, GA 30327  
(404) 846-2622



## Application and Student Data Form

---

### Child

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

\_\_\_\_ Male

\_\_\_\_ Female

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Age:    Years    Months

### Previous School Experience:

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Duration

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Duration

### Projected Enrollment Date: \_\_\_\_\_

What are your educational objectives at this stage of your child's academic path?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate your preferred option for lower school: Public \_\_\_\_\_ Private \_\_\_\_\_

---

### Siblings: Names/ Ages/ Current Schools

---

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



---

## Contact Information

---

Mrs./Ms./Dr.

Mr./Dr.

\_\_\_\_\_  
**Mother's Name**

\_\_\_\_\_  
**Father's Name**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City** / **State** / **Zip**

\_\_\_\_\_  
**City** / **State** / **Zip**

\_\_\_\_\_  
**Home Phone** / **Cell Phone**

\_\_\_\_\_  
**Home Phone** / **Cell Phone**

\_\_\_\_\_  
**E-mail Address (Print Legibly)**

\_\_\_\_\_  
**E-mail Address (Print Legibly)**

\_\_\_\_\_  
**Mother's Employer**

\_\_\_\_\_  
**Father's Employer**

\_\_\_\_\_  
**Work Phone**

\_\_\_\_\_  
**Work Phone**

## APPLICATION and REGISTRATION PROCEDURES

1. For New and Returning Students, please submit the completed Application Form and Enrollment Agreement.
2. If applying for a New Student, please submit payment of the \$100 Application Fee and the \$250 Registration Fee along with these forms.
3. If enrolling a Returning Student, please submit payment of the \$250 Registration Fee along with these forms.

*Buckhead Preparatory has a non-discriminatory policy relative to race, color, and national origin with respect to the admission of students and the employment of faculty and administrative staff. Buckhead Preparatory considers the records of all individual students to be confidential information available to a child's parents or legal guardians upon request. Records will only be released to other schools or agencies upon signed request from a parent or guardian and the payment of all accounts and school fees.*



**Buckhead Preparatory School**  
**4300 Northside Drive**  
**Atlanta, GA 30327**

**Enrollment Contract**  
**2021-2022 Academic Year**

As parent or guardian of the student linked to this Enrollment Contract, I hereby register the student at Buckhead Preparatory School, LLC (the School). I understand that Buckhead Prep is an academic preschool and is not operating a daycare as defined and licensed by the State of Georgia. I understand and agree that enrollment at the School will be made on the following terms and conditions:

1. Acceptance and placement shall be determined by the Admissions Office and Administration of the School. A student's continuance in the School depends upon successful performance and progress, as determined by the School in its sole discretion.
2. When a student enrolls in the School, the student and parent(s), or guardian agree to comply with and abide by the School's rules, policies, and rules as presented in publications (Parent Handbook) issued by the School from time to time.
3. The School reserves the right to dismiss or suspend a student if, in the sole discretion of school authorities, such action is deemed in the best interest of the School.
4. The School is expressly authorized and granted permission to secure transportation to a hospital and/or secure medical treatment for my child (or ward) in case of medical emergency, provided that the School is unable to contact me.
5. I hereby give permission for my child (or ward) to participate in all on- and off- campus activities offered and provided by the School, and I absolve and release the School, its officers, owners, trustees, employees, agents, and representatives from liability to the child or to me or any other parent, guardian, or sponsor of the child because of an injury sustained at school or during any school activity.
6. The School, and/or representatives authorized by the School, are provided with permission to use and share video, photographs, excerpts, and/or artifacts of my child (or ward), or their work, for both educational and/or school related public relations and social media purposes.
7. My child (or ward) is given express permission to participate fully in technology instruction, including through the use of services that may be managed outside of the school or through shared services or cloud computing and storage.
8. The School requires the payment of a \$100 Application Fee for all New Students. I understand that the Application Fee is nonrefundable.
9. To secure a spot for my child (or ward), the School requires this executed Enrollment Contract and the payment of the annual Registration Fee of \$250. I understand that the Registration Fee is nonrefundable.
10. In consideration of the School's reserving a space for my child (or ward), the parent(s) or guardian who types or enters his or her signature below on this Enrollment Contract assumes the



responsibility for making timely payments in accordance with the published annual Tuition Payment Schedule. If scheduled payments are not made in a timely manner, the student's space is forfeited and transcripts will be withheld. If past-due tuition amounts and/or additional service fee amounts are significant, the School reserves the right to refuse attendance until the past-due balance is settled in full. I understand that past-due amounts may be subject to late fees, including interest and any legal fees associated with collection.

11. I understand that I may cancel this Enrollment Contract without obligation for the annual tuition provided that I cancel the Enrollment Contract prior to May 1, 2021. After May 1, 2021, I understand that the full tuition amount related to the enrollment becomes due unconditionally. I understand that no portion of such fees outstanding will be credited or canceled and that the School will not refund any payment that I have submitted.
12. If enrollment occurs after the academic year begins, the School will prorate the tuition commencing from the first day of the month in which the student enrolls. The proration process will calculate a partial month as a full month.
13. Registration Fees and Tuition Payments are nonrefundable. Balances are due in full based on the payment schedule selected below. The tuition obligation is binding and unconditional regardless of the payment plan selected.
14. The Enrollment Contract shall be interpreted in accordance with the laws of the State of Georgia. This contract contains the entire agreement of the parties. It may not be amended except in a written document from the School signed by all parties that expressly acknowledges such amendment.



**Please indicate the program that you are selecting for your child and the preferred days of attendance:**

<u>Program</u>	<u>Days</u>
_____ Toddler, 2 days (8:15 - 12:00)	M T W TH F
_____ Primary Program, 2 days (8:15 - 12:15)	M T W TH F
_____ Primary Program, 3 days (8:15 - 12:15)	M T W TH F
_____ Primary Program, 4 days (8:15 - 12:15)	M T W TH F
_____ Primary Program, 5 days (Monday – Friday: 8:15 am - 12:15 pm)	
_____ Primary Program, 5 days (Monday – Friday: 8:15 am – 2:15 pm)	
_____ Kindergarten (Monday – Friday: 8:15 am - 2:15 pm)	
_____ 1 <sup>st</sup> Grade (Monday – Friday: 8:15 am – 2:15 pm)	
_____ 2 <sup>nd</sup> Grade (Monday – Friday: 8:15 am – 2:15 pm)	
_____ 3 <sup>rd</sup> Grade (Monday – Friday: 8:15 am – 2:15 pm)	

**Tuition Payment Schedule:**

Please initial your payment plan selection (Installment Payments or Single Payment):

	( )	( )	
<u>PROGRAM</u>	<u>REG. FEE</u>	<u>INSTALLMENTS</u>	<u>SINGLE PAYMENT</u>
Toddler	\$250.00	\$1,600.00	\$5,750.00
Primary 2 days	\$250.00	\$1,650.00	\$5,950.00
Primary 3 days	\$250.00	\$1,800.00	\$6,500.00
Primary 4 days	\$250.00	\$2,100.00	\$7,600.00
Primary 5 days	\$250.00	\$2,300.00	\$8,300.00
Full-Day Primary	\$250.00	\$2,675.00	\$9,750.00
Kindergarten, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	\$250.00	\$2,800.00	\$9,975.00

- The Registration Fee is due when submitting the executed Enrollment Contract. The Registration Fee reserves a roster spot for the student and is due in addition to the stated tuition for the program.
- The Installment Payments are due May 15, 2021, September 15, 2021, December 15, 2021, and March 15, 2022.
- The Annual Payment is due June 1, 2021.

\_\_\_\_\_  
Child’s Name

\_\_\_\_\_  
Parent’s Name (or Legal Guardian)

\_\_\_\_\_  
Parent’s Signature (or Legal Guardian)

\_\_\_\_\_  
Date

